



Procedure: Services for Military Families

Functional Area: VIII Certification, Eligibility & Coordination of Services

Section: A 5

Approval Date: 6/2015

Citation: 246.(c)(2)(iv)

Revised Date: 7/2013

Purpose	Provide guidance for effective delivery of services to Military Families, including any applicable regulatory requirements.
Military Family Definition	A family with one or more member(s) who are serving in a branch of the armed services.
Determining Family Size	<p>Family Size of military families is to be determined as follows:</p> <ul style="list-style-type: none">a. Military personnel serving overseas or assigned to a military base, even though they are not living with their families, should be considered members of the economic unitb. A military family's children may live with relatives while one or both parents are on active duty, deployed overseas, or assigned to a military base and temporarily absent from the home.<ul style="list-style-type: none">(i) One option is to count the absent parent(s) and their children as one economic unit.(ii) Another option, depending on the circumstances, is to count the children as a separate economic unit, as outlined in FNS Instruction 803-3, Rev 1.(iii) When the two previous options are not applicable, the last option is to consider the children to be part of the economic unit of the person(s) they are residing with.
Determining Income	<p>Income for military families should be determined as follows:</p> <ul style="list-style-type: none">a. The income received by the military individual(s) and all other income received by members of the economic unit should be counted as income for the household.b. The income sources listed below are exemptions and should not be counted when determining income eligibility for military families.<ul style="list-style-type: none">• Basic Allowance for Housing (BHA, BMA, LQA, MIHA, OHA, TLA, TLA OCONUS)• Family Subsistence Supplemental Allowance (FSSA)• Combat Pay (see Military Passport resource for individual

**Determining Income
(cont.)**

- pay codes)
 - Overseas Cost of Living Adjustment (OCONUS COLA)
 - Military Veteran's Educational Assistance
 - Deployment Extension Incentive Pay (DEIP)
 - Deployment Extension Stabilization Program (DESP)
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**Other Eligibility
Criteria and Aspects
of Certification**

Categorical, residency, and nutritional risk criteria are to be applied as for all other applicants.

Many times the parent(s) may be deployed or moved to active duty quickly; therefore the relatives may have little or no documentation regarding a child's identification (i.e. birth certificate), the child's health (i.e. immunizations), or diet history, or income information. Self-declaration of relationship to the child and an estimate of income may be necessary.

Outreach

Local agencies should make available WIC information in locations where military families may be found. Suggestions would be military bases, recruiting offices, ROTC areas of colleges and universities, and National Guard Armories.
